

## **Circulation Policy**

### **Length of Loans**

All items in the circulating collection of the Rochester Public Library District are checked out for a period of two weeks. Limits on the amount of material that may be borrowed are determined by the Library Director. Temporary restrictions may be necessary if there is a shortage of materials in certain areas or in order to ensure that an entire collection is not checked out at one time.

All items may be renewed in person, by telephone or by computer via the Library's website for an additional two weeks unless there are reserves on the title. If the item is an Illinois Library Loan from outside Illinois Heartland Library System, then the lending library's policy takes precedence.

Circulation policies may be waived for an individual with the specific permission of the Library Director and designated staff. Vacation checkouts for extended periods of time are available (on Rochester Public Library District materials only) at the discretion of the staff.

### **Fines and Fees**

The Rochester Public District has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Rochester Public Library District.

### **Overdue Materials**

An overdue fine of \$.25 per day will be charge for each item, up to the amount to replace the item. A patron is considered delinquent when the fine total reaches \$10.00 and may no longer check out materials until the fine is reduced.

### **Fees**

**Copies/ Computer Printouts:** \$.10 per page for black and white copies; \$.25 per page for color copies. This fee applies to all material printed by library printers. (No Additional cost for double sided copies)

**Fax/Transmission & Receipt:** Free

### **Interlibrary Loan**

When Library Card Holders want material that is not available within the Rochester Public Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan from member libraries of the Illinois Heartland Library System (IHLS) are subject to member library policies.

Interlibrary loan materials borrowed outside the IHLS have a circulation period which is determined by the lending library, not the Rochester Public Library District. We will be happy to borrow materials from other libraries on your behalf and you will be responsible for returning the materials by the due date assigned by the home library.

### **Lost and Damaged Materials**

Materials borrowed are the responsibility of the library patron.

If an item is lost, the borrower is responsible for the replacement cost of the item.

If an item is damaged, a charge will be assessed based on the cost of repair or replacement cost.

Fines are waived when the borrower pays the replacement cost of the lost or badly damaged item.

The Library Director may place borrowing restrictions on a patron who habitually damages materials.

### **Replacement Cost**

Replacement costs include the original price of the material with no refunds. Replacement cost for lost or damaged cases and processing fees will be \$5.00.

### **Reserves**

Rochester Public Library card holders and patrons whose home library are members of the SHARE Consortia may reserve materials which are not immediately available for patron use, but are in the collection of the Rochester Public Library District and the IHLS POLARIS Database. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone, email or text message. The material will be held at the Rochester Public Library District for 5 business days.

### **Confidentiality**

The Rochester Public Library District, in accordance with the Illinois District Library Act, will keep all records about patron transactions and the identity of registered library patrons confidential. No such information will be surrendered unless the Library has received a court order for the information, and the library's legal counsel has been consulted.

### **Borrowing Privileges**

#### **Registration Requirements**

The Rochester Public Library District is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Rochester Public Library District pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Rochester Public Library need pay no additional fee to be eligible to receive their library card. Library cards are renewed every five years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Rochester Public Library District and is a patron in good standing.

As a card holder, the borrower identified on the valid borrower's card may physically take his or her library card to another library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library.

If you reside beyond the jurisdictional boundaries of the Rochester Public Library, but own property within the jurisdictional boundaries of the Rochester Public Library, upon presentation of a tax bill bearing your name, you

are entitled to obtain a library card without additional payment as in the case with people who reside within the jurisdictional boundaries of the Rochester Public Library District.

Individuals residing beyond the jurisdictional boundaries of the Rochester Public Library and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Rochester Public Library, may purchase a non-resident card. Non-residents apply for a non-resident library card at the closest public library determined by the location of their residence. *The sale of a library card to a non-resident is covered by the Illinois Statutes, 75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60 specifically.* The annual fee for non-resident card is calculated in the following manner:  $\text{Library Local Income} \div \text{Local Population} = \text{Per Capita Service Cost} \times \text{Average Number of People per Household} = \text{Average Cost per Household}$  yields the Annual Fee for a Family Card. This fee entitles the entire family to use the Library. Non-resident cards are renewed annually. A valid non-resident card allows a patron to borrow at other Illinois libraries as does a valid resident card.

If you have a library card outside the IHLS Share consortia your status will be known as a Reciprocal Borrower. Reciprocal Borrowers may borrow materials from the Rochester Public Library District's physical collection.

Adults wishing to register for a Rochester Public Library borrower's card, renew an expired card, or replace a lost, stolen, damaged or destroyed card must bring with them one form of identification, which bears their name and address and a photo. If the photo identification does not have the patrons current address a second form of identification will be required. These forms of identification include, but are not limited to, driver's license, utility bills, mail or voter's registration card.

Adopted: April 2009  
Revised:  
January 14, 2016  
November 8, 2018